

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Assistant Risk Manager	<u>Revision Date:</u>	06/19
			<u>EEO Category:</u>	Professional
			<u>Status:</u>	Exempt (Admin)
			<u>Control No:</u>	30390

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Risk Manager will assist in the administration of the City's risk management, insurance, claims, safety programs and be responsible for administering of the City's workers' compensation program.

III. Essential Duties:

Workers' compensation:

- Collects reports on injured employees, file the employer's first report of injury with insurer and Utah Labor Commission, send written notice to employee. Maintain records of worker's compensation claims.
- In cooperation with WCF Insurance and City Departments, manage workers' compensation return-to-work and light duty programs.
- Act as a liaison between the injured worker and the workers' compensation carrier.
- Prepare, distribute and maintain the OSHA 300 log and timely file the OSHA 300 report.
- Maintain an accurate and complete database of liability claims and accidents, track employee disciplinary action after an at fault accident as well as drug test results.

Insurance:

- Assist with the general liability, property and workers' compensation insurance renewal process by compiling data, completing applications and associating with the City's insurance broker.

Liability claims:

- Assists in adjusting liability claims as assigned.
- Respond to and investigate accidents, injuries and floods as assigned.

Safety:

- Assist departments in identifying loss trends and training needs by analyzing liability claims, workers' compensation injuries and accidents.
- Administer City safety award program.
- Assist with the Risk Management actuarial study.
- Supervising of the subrogation claims on behalf of City departments.
- Assist with safety training and presentations.
- Conducts and oversees safety audits.
- Prepares Risk Committee agenda and draft minutes.
- Sits on various committees i.e. July 4th, Hot Air Balloon Festival, Community Development Special Events, Police Risk Committee and Public Utilities Safety Committee.

Marginal Duties

- Assist in the coordination and selection of the City's medical provider for treatment of employee work-related injuries.
- Assist with maintenance of an accurate and complete database of liability claims and accidents.
- Provide staff support to the City's Risk Committee
- Participates in various administrative activities and projects designated by the City Attorney and Risk Manager.
- Update and maintain City's Risk Management intranet site.
- Performs other duties as assigned.

VI. Qualifications:

Education/Experience: Bachelor's degree from an accredited college or university in Business Management or Public Administration, or other closely related fields; OR four years of experience in the Risk Management field involving: workers' compensation, insurance, adjusting of liability claims and the promotion of safety within the City. May substitute an equivalent combination of education and experience.

Knowledge of: Risk management and loss control techniques and practices, claims management and adjusting practices and techniques, insurance, compensation, computer capabilities and applications; word processing, spreadsheets and database applications; correct English usage, vocabulary, spelling and arithmetic.

Professional certifications/licenses: Requires a valid Utah driver's license. Associate in Risk Management (ARM) preferred. Associate in Claims (AIC) preferred. Must obtain a Utah state resident insurance adjustor's license within one year of hire.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Responsibility for: Responsibility for making recommendations and decisions affecting the activities of people, including working credibly with confidential records.

Communication Skills: Must have excellent oral and written communication skills. Must demonstrate a positive attitude and communicate effectively, verbally, non-verbally, in writing and ability to make presentations to City management and employee. Must work well in teams and with individuals one-on-one, must maintain regular professional contact with the public and Department Managers.

Tool, Machine, Equipment Operation: Requires regular use of office equipment including a computer, printer, copier, fax machine, and telephone system; occasional use of a typewriter. Must be skilled in computer software applications, including Word, Word, PowerPoint and Excel.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and public; apply problem solving and analytical principles to effectively investigate claims, assess liability, recommend loss control programs and settle claims.

VII. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls and frequently communicates with others. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee will sit or stand for long periods and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a general comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and frequent contact with high-profile individuals. Frequent field work required which will include increased noise exposure, walking, bending and lifting. Required to work occasional evenings and/or weekends.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____